

# FOREST INDUSTRIES (TRAVANCORE) LIMITED

(A KERALA GOVERNMENT COMPANY)

THAIKATTUKARA P.O, ALUVA – 683 106, KERALA STATE

Tel : 0484 – 2623641, e-mail : fitkerala@yahoo.co.in

CIN No. U02001KL1946SGC000373

## **NOTICE OF ANNUAL GENERAL MEETING**

### **(Meeting held through Video Conference (VC) / Other Audio Visual Means (OVAM) considering COVID -19 Pandemic**

NOTICE is hereby given that the 70<sup>th</sup> Annual General Meeting of the Shareholders of the company will be held on Saturday, the 26<sup>th</sup> September 2020 at 11:30 am through 'Google Meet', being meeting held through VC / OVAM to consider the following Businesses.

#### **Ordinary Business:**

- 1. To consider and if thought fit, to pass with or without modification, the following as an ordinary resolution:*

“RESOLVED THAT the annual accounts of the Company for the year ended 31<sup>st</sup> March 2016 as audited and reported by the Auditors of the Company along with the comments of Comptroller and Auditor General of India, if any and the Directors' Report to shareholders be and is hereby received considered and adopted as that of the company.”

Place: Thaikattukara

For and on behalf of the Board

Date : September 02, 2020

(Sd/-)

Managing Director

BIJU P ABRAHAM

Notes :

1. Pursuant to the Circular No. 14/2020 dated April 08, 2020 and 20/2020 dated May 5, 2020, issued by the Ministry of Corporate Affairs, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, the Body Corporates are entitled to appoint authorized representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through e-voting.

2. In view of the massive outbreak of the COVID-19 pandemic, social distancing is to be a pre-requisite and pursuant to the Circular No. 14/2020 dated April 08, 2020 and 20/2020 dated May 5, 2020, issued by the Ministry of Corporate Affairs, physical attendance of the Members to the AGM venue is not required. Hence, Members have to attend and participate in the ensuing AGM through VC/OAVM.

3. Those Shareholders whose email IDs are not registered, are requested to register their email ID with the Compliance Officer BIJU P ABRAHAM, MANAGING DIRECTOR at

fitkeral@yahoo.co.in, by providing their Name as per the share certificate, Address, email ID, PAN, Folio Number and Number of shares held by them.

4. The Members can join the AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available for 1000 members on first come first served basis. This will not include Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee Auditors, who are allowed to attend the AGM without restriction on account of first come first served basis.

5. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

6. The Members will be allowed to pose questions during the course of the Meeting. The queries can also be given in advance by email at [fitkerala@yahoo.co.in](mailto:fitkerala@yahoo.co.in) or [fitkeralafin@gmail.com](mailto:fitkeralafin@gmail.com)

7. The Explanatory Statement pursuant to the provisions of Section 102 of the Companies Act, 2013, setting out material facts in respect of the item no. 1 is annexed hereto.

8. All documents referred to in the Notice calling the AGM and the Explanatory Statement are available on the website of the Company for inspection by the Members.

9. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the AGM has been uploaded on the website of the Company at [fitkerala@yahoo.co.in](mailto:fitkerala@yahoo.co.in)

10. AGM has been convened through VC/OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No. 14/2020 dated April 08, 2020 and MCA Circular No. 17/2020 dated April 13,2020.

**INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE EGM THROUGH VC/OAVM ARE AS UNDER:**

1. Members whose email IDs are already registered with the Company and who are desirous to attend the AGM through VC/OAVM can apply at [fitkerala@yahoo.co.in](mailto:fitkerala@yahoo.co.in) requesting for participation in the EGM, by giving their name as registered in the records of the Company, Folio Number and the Registered emailID.

2. Members who are desirous of attending the AGM through VC/OAVM and whose email IDs are not registered with the company, may get their email IDs registered with the Company by sending an email to [fitkerala@yahoo.co.in](mailto:fitkerala@yahoo.co.in) & [fitkeralafin@gmail.com](mailto:fitkeralafin@gmail.com) (email Ids), with the following credentials:

i. Name registered as per the records of the company

ii. Folio Number

iii. Email ID to be registered for attending the Meeting

3. Members may send the above mentioned request at point no (2) latest by 22/09/2020 In case of joint holding, the credentials of the first named holder shall be accepted.

4. Members who are desirous of attending the AGM may send their request by email to fitkerala@yahoo.co.in. On successful registration with the company, the invitation to join the AGM will be sent to the Members on their registered email IDs latest by 25/09/2020 This will be done on first come first served basis, limited to 1000 members only.

5. Members may attend the EGM, by following the invitation link sent to their registered email ID. Members will be able to locate Meeting ID/ Password/ and JOIN MEETING tab. By Clicking on JOIN MEETING they will be redirected to Meeting Room via browser or by running Temporary Application. In order to join the Meeting, follow the step and provide the required details and Join the Meeting. Members are encouraged to join the Meeting through Laptops for better experience.

6. In case of Android/Iphone connection, Participants will be required to download and Install the appropriate application as given in the mail to them. Application may be downloaded from Google Play Store/ AppStore.

7. Further Members will be required to allow Camera and use Internet audio settings as and when asked while setting up the meeting on MobileApp.

8. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.

9. The helpline number for joining the Meeting through Electronic Mode will be provided in the Meeting Invitation which will be sent to the eligible applicants.